BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND

AIR FORCE MATERIEL COMMAND
INSTRUCTION 21-115

19 OCTOBER 1999

Maintenance

DEPOT MAINTENANCE QUALITY ASSURANCE (QA) (CORRECTED COPY)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The overall goal of Quality Assurance is to foster Continuous Process Improvement (CPI). This instruction establishes the minimum requirements and the standardized criteria for depot maintenance Quality Assurance Programs excluding software development and the Precision Measurement Equipement Laboratories (PMEL). This instruction does not alleviate or replace the applicable elements of the ISO series quality standards. It implements AFPD 21-1, *Managing Aerospace Equipment Maintenance,* AFI 21-101, *Maintenance Management of Aircraft,* and AFI 21-102, *Depot Maintenance Management.* This publication supersedes the Quality Assurance Program portion of AFMCI 21-108, *Organic Depot Maintenance Quality Assurance (QA) and Production Acceptance Certification (PAC),* dated 26 Feb 1998. It applies to all AFMC Depot Maintenance Activity Group (DMAG) organizations and Contract Field Teams (while working on any AFMC installation), which produce depot maintenance products, or services and includes industrial operations at Aerospace Maintenance and Regeneration Center (AMARC). This instruction does not apply to the Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISION

This instruction separates the Production Acceptance Certification (PAC) program from the Quality Assurance functions. It also identifies responsibilities of the QA program, establishes ALC quality offices, ALC QA focal points, Product Directorate QA focal points and organizations. Requirements have been added to write ALC quality manuals and ALC quality plans. Provisions have been added to do quality assessments and inspections, with clarification of data collection, reporting/reviews and training required for quality assurance evaluators.

Chapter 1

PROGRAM MANAGEMENT

1.1. General Information. This instruction provides procedures, and responsibilities for depot maintenance Quality Assurance (QA) programs. The overall quality program places responsibility for product quality on the product directors and for conformance to requirements for products and services upon each employee**. This instruction does not alleviate or replace the applicable elements of ISO series quality standards** as specified in the Interim ALC Quality Assurance Policy letter dated 19 March 1999.

1.2. Local Instructions. This instruction provides only the minimum requirements of the program, and will be expanded as necessary to implement and maintain the center program. Local instructions will be developed or updated and implemented within 180 days from the publication of this instruction and be made available to the lowest level of management.

1.3. QA Concepts. Quality Assurance will be an integral part of all depot maintenance activities. HQ AFMC and each ALC must provide the required manpower to ensure adequate management and assessment of the products and services they produce. The ALC Quality Assurance office and the Product Directors will implement QA programs to evaluate/assess all their depot maintenance production divisions. The provisions of this instruction supplement those of other applicable directives as they apply to depot maintenance production functions and cannot be used alone. Overall QA efforts by responsible AFMC organizations, as described in applicable AFMC directives, will focus on, as a minimum, the soundness of design and improvement of depot maintenance processes, conformance of products and services to technical requirements**,** and the prevention of product and service deficiencies. Evaluation of products, personnel and processes will be used to promote continuous process improvement. A coordinated effort of all center and command activities and a close relationship with internal and external customers is required. Deficiencies that occur, to include both internal and external problems, will be analyzed to identify root causes and actions taken to prevent recurrence. The chain of accountability/ responsibility for quality is direct to/through the commanders/directors/production managers and should not be levied to the quality organizations.

1.4. Depot Maintenance QA Responsibilities:

1.4.1. **Directorate of Logistics, HQ AFMC/LG.** Is the Office of Primary Responsibility (OPR) and provides overall quality guidance for depot maintenance production. Annually reviews each ALC QA manual to ensure compliance with this instruction. Manages internal review program for evaluation of the ALC quality assurance program in accordance with AFMCI 21-132, *Organic Industrial Operations Internal Review Procedures.*

1.4.2. **AFMC Inspector General, AFMC/IG.** Performs an annual inspection of each ALC's quality assurance system to assure compliance and effectiveness.

1.4.3. **AFMC/LGP QA Working Group.** Acts as the advisory body to the HQ AFMC Depot Maintenance Activity Group (DMAG) working group on all QA matters and works issues that impact all command QA functions. HQ AFMC/LGP chairs the working group. Members of the working group are the ALC QA focal point and Product Directorate QA focal points at each of the ALCs.

1.4.4. **Air Logistics Center QA Focal Point.** Coordinates QA issues common to all engaged in depot maintenance production and resolves as appropriate. Is the OPR for the center quality assur-

ance manual and reviews the directorates Quality Assurance Plans (QAP) annually to ensure the directorate's QAPs meet ALC QA manual requirements. This may require the establishment of an ALC Quality Office to staff the various requirements specified by this directive.

1.4.5. **Product Directorate QA Focal Point.** Product Directors will designate an individual to be their focal point on all QA matters. The Product Directorate QA Focal Point reports to the directorate or division level and will work with the Center QA focal point and the Product Directorate on all applicable QA issues. The QA Focal Point will also review QAP data monthly, reporting to the Product Director on internal and external quality, and provide metrics as necessary. Ensures the Product Directorate QAP contains all of the requirements of the ALC QA manual. Single manager will be provided metrics as requested.

1.4.6. **Product Directorate QA Organization.** This organization is responsible for carrying out the requirements of the Product Directorate QAP. The Product Directorate QA Focal Point will oversee this organization. This organization will be made up of evaluators who will conduct quality assurance assessments and other inspections as required.

1.5. ALC QA Manual. The center QA manual is the basic quality implementation guidance for all center quality requirements. This manual provides the basic requirements for the preparation of Quality Assurance Plans (QAP) that are tailored to the specific needs of a workload, process, or organization. The ALC QA manual will list the types of quality assessments to be performed (See para 2.1), the database to be used for recording assessments, and the frequency of the reports required to be provided to the ALC QA Focal Point for review. The manual will be reviewed by the ALC QA Focal Point annually for currency. *(Note: This manual does not replace the ALC ISO quality manual, but could be combined at the ALC discretion)*

1.6. Quality Assurance Plans (QAP). All depot maintenance workloads will have a product directorate QAP(s). QAPs will address process measurements and assessments that apply to the work being performed. Standards will be developed for each quality assessment area and inspection(s) conducted. QAPs will be reviewed at least annually to ensure currency.

1.6.1. **Quality Assurance Plan Content.** QAPs will address the following as a minimum:

- The organization responsible for QA, and QA evaluator training requirements.
- Standards for each evaluation/assessment area, (what constitutes a failure versus a minor discrepancy).
- Specific portions of the center quality assurance manual that apply.
- The frequency and minimum number of task evaluations, quality verification inspections, core inspections, and other assessments to be performed on a recurring basis. Note: Each certified technician will have a task evaluation annually as a minimum. All major workloads must have some form of independent assessments conducted. The criticality of the work being performed and analysis of evaluations will determine the frequency and number of assessments required.
- What data is collected, type of analysis done, reports to be accomplished, and review level.
- Any special quality requirements requested/reported including those reported on AFMC Form 77, **Request for Quality Assistance**, and AFMC Form 79, **Quality Feedback Review**. Mea-

surement of customer satisfaction and resolution of customer complaints will be accomplished to assess and improve the health of the quality program.

1.7. Process/Product/Service Conformance. Quality conformance is defined as a process, product, or service that meets all technical data requirements. A conforming process is one operating within process specifications, using conforming materials, and performed by qualified/certified personnel in accordance with all technical, safety and other applicable directives. Quality Assurance personnel will assist in identifying and evaluating problems and recommend corrective/preventive actions as appropriate to the level necessary for resolution. Identification of problems must be considered as an opportunity to improve the process and result in corrective/preventive action. Timely corrective and preventive action for customer complaints and feedback is critical.

1.7.1. **Corrective Action**. QAPs include how defects and non-conformances are corrected and who follows up on the corrective action to determine if it is effective. It is not sufficient to simply correct defects and identify non-conformances; prompt and lasting corrective action must be taken to prevent future occurrences of these problems. Components with a work control document (WCD) requiring rework will be processed IAW AFMCI 21-110, *Depot Maintenance Technical Data and Work Control Documents.*

1.7.2. **Preventive Action**. QAPs must include sufficient follow on measures or process changes made to prevent occurrence of similar non-conformances. QAPs must include proactive efforts to identify and eliminate the causes of potential defects of non-conformances.

1.8. Quality Assistance. Timely and effective responses to problems and needed improvements are critical. A system of identifying deficiencies in maintenance processes and bringing solutions to bear on them is essential and must be developed at each center. This includes the role of the physical sciences labs, engineering functions, quality verification centers, methods labs, and specialized Air Force activities such as the Materials Laboratory and the packaging evaluation activity. Quality assistance can be requested by anyone, anonymously or signed, in the process, by submitting an AFMC Form 77, **Request for Quality Assistance (RQA).** Local directives must be developed to ensure AFMC Form 77 are timely processed and completed. It can also be used to suggest process improvements or challenge non-value-added activities. AFMC Form 77 will be readily available.

1.9. Pre-production and Production Planning. The production organization QA representative will ensure QA inspection codes and other criteria are integrated into pre-production planning and the subsequent production planning for the workload to be performed.

1.10. Quality Assurance Evaluator Training. All Quality Assurance evaluators and augmentees must be trained to the extent necessary to perform quality assurance functions.

1.10.1. **Core Training Requirements.** Quality Assurance evaluators will receive formal classroom training or equivalent training in the following areas as a minimum: Quality Orientation, Quality Control Statistics, QA Audit Techniques, Quality Assurance Standards, Use of Technical Orders, Inspection Techniques, and QA Human Factors.

1.10.2. **Specific Training Requirements.** Quality Assurance evaluators will be qualified in their respective evaluation areas.

1.11. Training Documentation. Documentation to track quality assurance employee's qualification will be maintained in the Educational and Training Management System.

1.12. Data Collection. Each ALC will use the Quality Information Module (QIM) of the GO15 system, when fully developed, as the tool for collecting and analyzing QA data. Prior to full implementation of the GO15 QIM, ALCs will utilize a locally developed data collection system.

1.13. Review Boards/Summary Reports . A review board must be established at the executive level to include the product directors or deputies, and chaired by CC, CV, CD or designated directorate for Quality. The board should include the center and product directorate QA focal points. The objective of the board review is to provide cross-feed to all production activities, evaluate program performance, review QA evaluations from the previous review, and make adjustments to the QA Manual or QAPs as deemed necessary. QA Manual and QAPs must identify the various levels of review as appropriate and the timeliness of review i.e. weekly/monthly/quarterly for all quality assessment areas.

1.14. Quality Bill of Rights. Quality is assured in maintenance through quality planning and design of all industrial and support processes as well as their execution. This requires the creation of quality maintenance processes and a timely system to identify and correct shortcomings in existing processes. In order for the overall QA system to work effectively all AFMC personnel, must be empowered to take responsible actions that will contribute to safety, quality, and productivity. To make this happen, the following Quality Rights are guaranteed to all without fear or threat of reprisal:

- The RIGHT to challenge business as usual
- The RIGHT to be heard
- The RIGHT to expect commitment to quality
- The RIGHT to place quality before production
- The RIGHT to feel genuine pride in AFMC products and services

1.15. Procedures for Waiver Requests and Proposed Changes. The Air Logistics Center Commander at each ALC will sign all waiver requests for this instruction. Each ALC Quality Assurance Office will coordinate all waiver requests to this instruction for their ALC. Waiver requests or proposed changes will be sent to HQ AFMC/LG for action. Requests for waivers will also contain justification as to why the unit can not comply with the existing guidance. Deviations, including “test” programs, are NOT authorized without prior HQ AFMC/LG written approval.

Chapter 2

QUALITY ASSESSMENTS

2.1. QA Assessments. A qualified Quality Assurance evaluator will evaluate the following inspection/ assessment areas and will document findings on AFMC Form 343. QAPs must make use of the below listed assessment types to the extent needed by the complexity and criticality of the work supported.

2.1.1. **Task Evaluation (TE).** A TE is an over-the-shoulder evaluation of a maintenance task. TEs evaluate the technician or technical team's job proficiency, and compliance with technical data. Individuals performing or evaluating maintenance tasks are subject to a TE. ***Note:*** Each PAC certified technician will have a task evaluation annually as a minimum.

2.1.1.1. **Conducting Task Evaluations.** Prior to performing a TE, the QA evaluator informs the individual on the evaluation and the rating criteria. The evaluation starts when the individual begins the task or portion of the task to be evaluated and is complete when the job or portion of the task is complete. When performing an evaluation, the evaluator determines if the technician performed the job as prescribed by the published technical data and in compliance with directives. Evaluator will brief the critique to the individual(s) at the completion of the TE. TEs will be rated pass or fail, and appropriate supervisor briefed of results. Individual(s) or team will be decertified for a failed rating. (See AFMCI 21-108, *Maintenance Training and Production Acceptance Certification (PAC) Program*.) Standards will be developed by the Product Directorate QA organization for TE ratings.

2.1.2. **Quality Verification Inspections (QVI).** A QVI is an assessment/evaluation of a maintenance procedure/process or product as it is being performed or after it has been completed.

2.1.3. **Core Inspections (CI).** CIs are inspections of those areas common to all AFMC Depot Maintenance operations that require continuous evaluation. CIs may be performed inconjuction with any other type of inspection such as Task Evaluations and QVIs. CIs may also be performed independently. The areas listed below are the minimum core areas that will be evaluated on a regular basis as deemed necessary in the Product Directorate QAP. QAPs will contain specific checklists for each core area.

- Bench stock, operating stock, and work order residue
- Foreign Object Damage (FOD)
- Hazardous Material use/management
- Housekeeping
- Maintenance Stamps
- Production Acceptance Certification (PAC) Special Skills Qualification (SSQ)
- Quality Records
- Safety
- Support Equipment to include PMEL/TMDE
- Technical Data
- Tool Control and Accountability
- Training

- Work Control Documents (WCD)

2.1.4. **Other Inspections.** Inspections that can be recommended by the organization quality representative or at the direction of management. The areas listed below are examples of Other Inspections that may be performed based on the need to conduct them.

- Material Review (Includes receiving, handling, and disposition inspections)
- Non-Conforming Material/Review
- Pre-production/Production Planning
- Process Control

2.2. Minimum number of Assessments. A minimum number of TEs, QVIs, and core inspections must be identified in the QAPs and conducted monthly.

2.3. Assessment Ratings. The below listed rating criteria will be used for each assessment area. Only TEs will be rated pass or fal in addition to the QAR. Rating criteria will be established for every assessment area. Assign one of the three Quality Assessment Results (QAR) ratings to every area assessed. Quality standard levels for each QAR rating will be established in the Product Directorate QAP(s).

2.3.1. **QAR-1** rating indicates the evaluated process/product met the acceptable quality level standard.

2.3.2. **QAR-2** rating indicates the evaluated process/product did not meet the minimum standard because of too many minor findings. A minor finding is defined as an unsatisfactory condition that requires repair or correction, but does not endanger personnel, affect safety of flight, jeopardize equipment reliability, or warrant discontinuing a process or equipment operation.

2.3.3. **QAR-3** rating indicates an evaluation process/product did not meet the minimum standard because one or more major findings were detected. A major finding is defined as a condition that would endanger personnel, jeopardize equipment reliability, or warrant discontinuing process or equipment operation. Assign a QAR-3 rating when: (1) a TO "warning" is overlooked or a safety error that could result in personal injury is detected; (2) a TO "caution" is overlooked or an equipment reliability error that could result in equipment/system unreliability or damage is detected; or (3) the person(s) accomplishing the process being evaluated demonstrate a significant lack of technical proficiency. **When a QAR-3 condition is observed, correct it immediately.** Under no circumstances will a personnel safety error or equipment reliability error go uncorrected. If an assessment is being performed, the assessor will consider seriousness of the error committed when deciding whether or not the member(s) performing the task (or process), and the assessment itself, should be allowed to continue. Any individual or team assessed with a QAR-3 rating will be decertified (see AFMCI 21-108).

2.4. Isolated Violation. An observed event or condition with safety implications or technical violations not related to a planned inspection/assessment, which may be considered unsafe, not in accordance with established procedures, and /or unfit to operate. Isolated Violations consist of any condition not in compliance with established standards and they will be corrected immediately.

2.5. AFMC Form 343. Will be used for all assessments identified in this instruction. Overprinting of this form is authorized to allow additional data collection if the integrity of the form is retained.

2.5.1. **Form Control.** ALC Product Directorate QA Focal Points will collect, index, file, store and maintain applicable AFMC Forms 343 as specified in Air Force Manual 37-139, *Records Disposition Schedule*, unless local needs require longer retention.

2.5.2. **Processing.** Timely and corrective/preventive action is required to ensure "systemic" problem areas are identified and corrected. The QA assessment suspense date must be no more than 5 working days from the time of the assessment. ALC Quality Focal Point and the Product Directorate QA focal points will establish procedures for processing the AFMC Form 343. Information contained within the forms will be maintained in the local database for analysis.

2.6. Prescribed Forms. AFMC Form 77, **Request for Quality Assurance**, AFMC Form 79, **Quality Feedback Review**, and AFMC Form 343, **Quality Assurance Assessment**.

THOMAS W. BATTERMAN, SES, Deputy Director
Directorate of Logistics

Attachment 1

GLOSSARY OF TERMS

Terms

Assessment—The evaluation of a system, component, process, procedure or person.

Assessment Area—A defined segment or portion of a component, process, procedure, person, or subject matter, that is investigated, inspected, evaluated or audited.

Augmentee—A person, not residing within a formalized Quality organization, performing quality functions on a part time basis to supplement the Quality organization.

Corrective Action—The act or process of correcting a non-conforming condition and to prevent recurrence of same or like condition.

Core Inspection—Inspection areas or programs that are required as a minimum at all depot maintenance activities.

Education Training Management System (ETMS)—A web based training management tool used to establish training requirements, track and document training completion, and project future requirements.

FOD—Foreign Object Damage. Damage to an item as a result of an object coming in contact with the item and resulting in damage.

Housekeeping—The cleanliness of an area and proper storage of items within subject area.

ISO—International quality standards established by an agency known as the International Organization for Standardization.

Isolated Violation (IV)—A deficient condition discovered as a result of an unplanned (stumble on condition) inspection.

Maintenance Stamp Control—The act of managing a personnel stamp program that ensures the stamps are assigned to appropriate individuals and are capable of being recalled upon notice.

Non-Conforming Material Review (NCMR)—Is a process for which authorized engineering function provides disposition to material that does not have authorized technical data available to bring the item back to a conforming condition.

Office of Collateral Responsibility (OCR)—The person or office delegated as having the secondary or joint responsibility for a specified project, program or action.

Office of Primary Responsibility (OPR)—The person or office delegated as having the primary responsibility for a specified project, program or action.

Preventive Action—An act or process to prevent the occurrence of a non-conformance condition.

Production Acceptance Certification (PAC)—Is a task-related program which individuals are certified to perform various tasks, based on their documented training.

Pre-Production/Production Planning—The act of developing a sequence of events that provide the scope, depth and action required to perform a task, usually related to the servicing or repair of a weapon system or component.

Process Control—The identification of and action on all factors affecting process variability, including

materials accepted into the process, proper maintenance of equipment, use of statistical process control methods, and adherence to specified instructions.

Qualified—The degree of knowledge/skills/ability required to perform a stated task. QA evaluations are qualified if they have training/experience in QA disciplines and possess sufficient technical knowledge and background to perform assigned evaluations.

Quality Assurance Evaluator—A person designated by the quality organization to accomplish assessments of various inspection areas, products, processes and/or procedures.

Quality Assurance Manual (QA Manual)—The basic implementation guide required at each ALC to ensure all requirements of AFMC 21-115 are standardized within each Product Directorate's QAP.

Quality Assurance Plan (QAP)—A detailed action plan implementing quality assurance for a specific area or workload, which defines the operational requirements, and responsibilities for implementation.

Quality Assurance Review Boards—An assembly of personnel established to review QAP findings and provide metrics on maintenance quality programs.

Quality Records—Any documentation that when completed or developed, indicates the quality status of an item, program, process or procedure.

Quality Standard Level—Established parameters created to determine the acceptability or unacceptability of a process, procedure, product, person or service.

Quality Verification Inspection (QVI)—An evaluation of a process, procedure or item to ensure it meets required standards or specifications.

Safety—The condition or working environment that does not allow an unsafe action to occur.

Standard—A metric used to evaluate the acceptability of a process, procedure, product, person or service in relation to a known entity.

Special Skill Qualification (SSQ)—Required for individuals that perform functions for which highly developed skills are required to perform certain tasks.

Statistical Process Control—The act of applying statistics to a process to control the variability of a process or notify the process operator/maintainer of process capability.

Support Equipment—Tooling or equipment utilized by personnel during the servicing, repair or manufacture of a component or an end item, that does not become part of the component or end item.

Task Evaluation (TE)—The assessment of a task performed by a worker to determine compliance with tech data, personnel performance, training effectiveness, and other variables that can affect the quality of a product or service.

Technical Data—Approved instructions relating to the management, repair, and/or use of a weapon system or component.

Tool Control and Accountability—A program by which replaceable and consumable tools are controlled to detect/prevent loss within the workplace.

Work Control Document (WCD)—Information to control required work tasks, including identifying the task, skill, sequence, duration, project, finding, and inspection level of the work being performed.

Attachment 2
AFMC FORM 343

QUALITY ASSURANCE ASSESSMENT

1. ASSESSMENT ☐ QVI ☐ CORE ☐ T.E. ☐ I.V. ☐ OTHER	2. DATE	3. ORGANIZATION ASSESSED	4. Q.A. CONTROL NUMBER
WORKER INFORMATION	5. NAME	6. STAMP NUMBER	7. GRADE/SERIES

8. PRODUCT/PROCESS/SERVICE ASSESSED		
a. NSN	b. CONTROL NO.	c. P/N
d. OPER NO.	e. S/N	f. TAIL NO.
g. WUC	h. WHEN DIS	I. HOW MAL
j.	k. NOUN	

9. CORE *(Check areas assessed)*

☐ BENCH STOCK	☐ PAC/SSQ	☐ WCD
☐ EQUIPMENT	☐ SAFETY	
☐ FOD	☐ TECH DATA	
☐ HAZMAT	☐ TOOLS	
☐ HOUSEKEEPING	☐ TRAINING	
☐ MAINTENANCE	☐ QUALITY RECORDS	

10. OTHER INSPECTIONS *(Check area inspection)*

- ☐ CORROSION CONTROL
- ☐ FIRST ARTICLE
- ☐ MATERIAL REVIEW
- ☐ PRE-PRODUCTION REVIEW
- ☐ PROCESS CONTROL
- ☐ NCMR ☐ OTHER

11. FINDINGS/DEFICIENCY/REFERENCES/COMMENTS

12. **ASSESSMENT RATING** *(Check One - use for TE, QVI Core I.V. and other inspections)*			13. **TASK EVALUATION ONLY** *(Check One)*	
☐ ACCEPTABLE QAR 1	☐ MINOR QAR 2	☐ MAJOR QAR 3	☐ PASS	☐ FAIL

14. EVALUATOR *(Print name)*	15. PHONE	16. SIGNATURE	17. DATE	18. SUSPENSE

19. CORRECTIVE ACTION

20. CORRECTED BY *(Print Name)*	21. SIGNATURE	22. DATE

23. PREVENTIVE ACTION/ REMARKS

24. NAME *(Print only)*	25. SIGNATURE	26. DATE

23. PREVENTIVE ACTION/REMARKS

28. NAME *(Print only)*	29. SIGNATURE	30. DATE

AFMC FORM 343, 19991019 *(EF-V1)*

Instructions for filling out Quality Assurance Assessment Form

BLOCK NUMBER	REQUIREMENTS
1.	TYPE OF EVALUATION PERFORMED *(Check one)*
2.	DATE OF EVALUATION
3.	LOWEST LEVEL OF ORGANIZATION EVALUATED
4.	CONTROL NUMBER ASSIGNED BY QUALITY
5.	NAME OF PERSON PERFORMING WORK BEING EVALUATED
6.	STAMP NUMBER OF PERSON IN BLOCK 5
7.	COMPLETE GRADE AND SERIES OF PERSON IN BLOCK 5 *(i.e. WG-8340-10)*
8.	PRODUCT, PROCESS, OR PROCEDURE BEING EVALUATED: a. NATIONAL STOCK NUMBER b. CONTROL NUMBER c. PART NUMBER e. SERIAL NUMBER f. AIRCRAFT SERIAL NUMBER (Tail number) g. WORK UNIT CODE (WUC) h. WHEN DISCOVERED CODE i. HOW MALFUNCTION CODE j. BLANK, FOR USE BY LOCAL DIRECTORIES AS REQUIRE k. NAME OF ITEM
9.	AREAS OR PROGRAMS BEING EVALUATED *(Check one or more if used)*
10.	OTHER AREAS OF INSPECTION *(Check one or more if used)*
11.	FINDINGS/DEFICIENCIES/COMMENTS. ENTER STANDARDS OR REFERENCES IF NOT OBVIOUS
12.	CLASSIFICATION OF DEFICIENCY *(Check one)*
13.	CLASSIFICATION OF ACCEPTANCE DURING TASK EVALUATION *(Check one).*
14.	PRINT NAME OF EVALUATOR
15.	PHONE NUMBER OF EVALUATOR
16.	SIGNATURE OF EVALUATOR
17.	DATE EVALUATOR ROUTED ASSESSMENT TO RESPONSIBLE ORGANIZATION
18.	SUSPENSE DATE FOR DOCUMENTING OF CORRECTIVE AND PREVENTIVE ACTION PLANS
19.	CORRECTIVE ACTION TAKEN BY RESPONSIBLE ORGANIZATION
20.	NAME OF INDIVIDUAL COMPLETING BLOCK 19
21.	SIGNATURE OF INDIVIDUAL IN BLOCK 20
22.	DATE OF SIGNATURE IN BLOCK 21
23.	PREVENTIVE ACTION TAKEN OR REMARKS BY RESPONSIBLE ORGANIZATION.
24.	NAME OF INDIVIDUAL COMPLETING BLOCK 23
25.	SIGNATURE OF INDIVIDUAL IN BLOCK 24
26.	DATE OF SIGNATURE IN BLOCK 25
27.	FOLLOW-UP REMARKS BY QUALITY PERSONNEL *(If required)*
28.	NAME OF PERSON PERFORMING FOLLOW-UP ACTION
29.	SIGNATURE OF PERSON BLOCK 28.
30.	DATE OF FOLLOW-UP ACTION

AFMC FORM 343 19991019*(Reverse)*